CITY OF DUNN NORTH CAROLINA
1887
Where community begins!

Dunn CITY MANAGER

City MANAGER

Join the leadership team as the chief executive officer for the City of Dunn, North Carolina. The City is seeking a highly motivated, outcome driven leader, to serve as the next City Manager for its growing community.

About DUNN

8,534
POPULATION

44.6
MEDIAN AGE

$56,659
MEDIAN FAMILY INCOME

The City of Dunn was incorporated on February 12, 1887 and has a population of approximately 8,534 residents. The City prides itself in offering top-tier services and preserving its small-town charm. It is strategically located in eastern Harnett County, with convenient access to major transportation networks including I-95, US 301, I-40, and US 421, which make for a quick and easy commute to Raleigh, Research Triangle, Fayetteville, and Fort Liberty. For adventurers and those who want to experience the beauty of North Carolina, the City is located only two hours from the Crystal Coast and just five hours from the oldest mountains in the world.

About THE POSITION

Operating under a non-partisan Council-Manager form of government, the City Manager will serve as the City's Chief Executive Officer under the supervision of 6 City Council members and the Mayor. This position is responsible for planning, directing, and supervising all activities in the City. The City Manager leads a staff of 147 FTE and 18 PTE, who deliver services to the Town including utilities, finance, police, parks and recreation, planning, and engineering. This position is also responsible for overseeing the budget development of the City. The recently approved FY 24-25 total budget of $23,916,741 (is supported by a general tax revenue of $0.54 per $100 assessed tax value and a Special Downtown Tax District revenue $0.12 per $100 assessed tax value).

The ideal candidate will be dynamic, innovative, and will strategically guide the City as it navigates future growth opportunities and implements adopted plans and policies. The ideal candidate will cultivate a collaborative work environment for employees, as well as effectively form partnerships with community leaders/stakeholders and outside agencies to achieve success on projects vital to the implementation of the City's vision of the future. The candidate should be able to collaborate with involved entities to further advance economic development and transportation project initiatives in the City. Similar developments include the Advanced Life Science and Skills Training Center currently under construction and the expansive Interstate 95 widening project.

About
THE POSITION

Qualifications

Minimum education is a bachelor's degree in Public Administration, Business Administration, or a related field; however, a master's degree in one of these programs is preferred. The successful candidate has a minimum of 5 years of local government leadership and/or management experience; demonstrated experience as a Manager or Assistant Manager in a local government setting is preferred. Residency within the City is preferred.

The Successful Candidate

- Will be an active member of the City, embracing and engaging with the community;
- Has excellent interpersonal skills, both individually and in a group setting; to effectively foster positive relationships;
- Can wear multiple hats leading a team, while also empowering employees to learn and grow in their positions;
- Has demonstrated experience in financial management, including budget planning and implementation and leveraging grant funding received by the City;
- Experience in utility management and infrastructure projects;
- Ability to analyze City's current and future development in order to manage growth in an effective and sustainable manner;
- Is a skilled communicator, both verbally and written, with excellent public speaking capabilities;
- Exceptional customer service skills, both internal and external customers;
- Ability to maintain the City's strategic partnerships and expand the City's network to further collaborate with governmental, civic, institutional entities and other outside agencies;
- Is a creative and innovative thinker and collaborator;
- Can diplomatically engage and collaborate with the City Council members and implement the vision of the City's adopted plans and policies including the 'Imagine Dunn: Strategic Vision Plan';
- Has effective strategic and prioritization skills;
- Experience in the analysis and interpretation of varying data sets with a solution-based mindset.

Salary AND BENEFITS

Salary

Anticipated hiring range is $140,000 - $165,000 with an excellent benefits package. Salary commensurate with experience.

Benefits

Medical, Dental, & Vision Insurance

City pays for employee

Optional Benefits

Dependent Life, Supplemental Life
Supplemental Disability, Cancer

Life Insurance ($20,000)

City pays for employee

Paid Holidays

12 holidays per year + employee birthday

401(k) & Retirement

NC Local Government Retirement;

5% Contribution

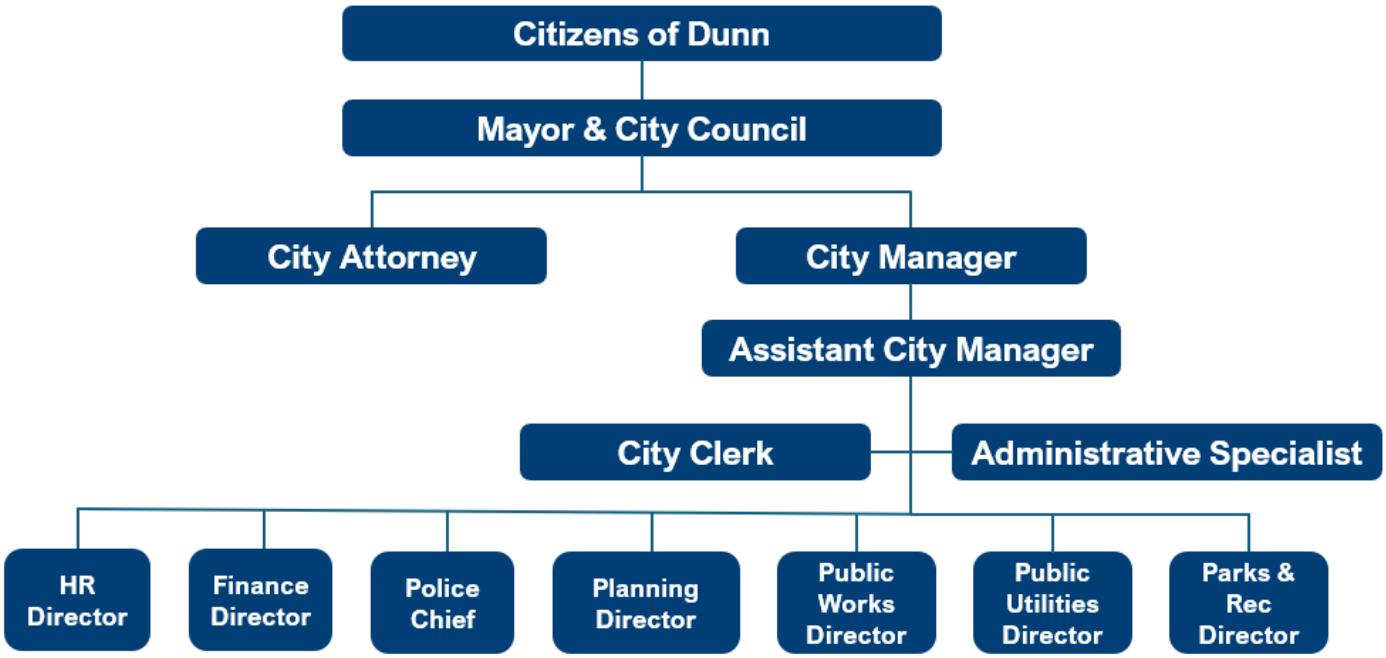
Paid Time Off

8 hours sick per month;

6.67 hours vacation per month (employees <2 years)

City of Dunn

ORGANIZATION CHART



How to APPLY

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Interested candidates must submit a cover letter and resume to Justin Hembree, Mid-Carolina Regional Council Executive Director, at jhembree@mccog.org. This position is open until filled. Questions regarding the process and optional materials may be emailed to jhembree@mccog.org. Interested professionals may view Dunn's website at www.dunn-nc.org for additional information about the community and the City's operations.

The City of Dunn is an Equal Opportunity Employer.

The recruitment and selection process is being managed by Mid-Carolina Regional Council.

MID-CAROLINA REGIONAL COUNCIL
Creative Regional Solutions